

Instructions for Preparing WSDOT County Road Form DOT 333-010

1. The Budgeting, Accounting, and Reporting System (BARS) Manual, revenue and expenditure sections, should be used to prepare this report. If questions arise or assistance is needed to complete this form, please contact the Office of State Auditor (360/753-3540) or WSDOT Economic Analysis as mentioned below.
2. All street/road-related revenues and expenditures from any fund type (including debt service, general fund, special revenue, etc.) should be included in the report. The "Summary of Street/Road Related Fund Activity" section of the report on Page 5 should check to the other pages. The total of revenues from all street/road-related funds should equal total revenues from Pages 1-3. Likewise, total expenditures from all street/road-related funds should equal total expenditures from Pages 3-4.
3. Please list ONLY street/road-related long-term debt on the "Status of Long-Term Debt" section, Page 5 of the form. Detail of debt issues by type, purpose, amounts outstanding, new issues, and reporting year redemptions are needed. Specify if any are refunding issues.
4. Starting in CY 2003, additional transportation expense information is requested. Preservation (541.00), General Administration (543.00), and Operations (544.00) expense detail items are included on Pages 3-4. Consult the BARS manual for guidance. A definition of preservation expense is provided at the following website <http://www.wsdot.wa.gov/TA/Software/> at the County Road & City Street form section or request the definition via e-mail to the person(s) listed below.
5. Also starting with CY 2003, we request separate reporting of the county Road Fund portion of revenue and expense items. Where possible, please provide the Road Fund portion in the appropriate column, along with the total revenue or expenditure amount in the separate Total Amount column.
6. Traffic Policing expenditures should include all highway and traffic police costs that are associated with the enforcement of local highway, traffic, and safety laws. This includes any applicable funds administered through other offices as well as any diverted road funds. If these specific expenditures are not known, your best estimate is requested. There is a line in the revenue section of the report for Traffic Policing other than diverted county road levy, as well as a line for the diverted county road levy portion of Traffic Policing, to offset the total expenditure.
7. Please be specific in reporting local, state, and federal revenue sources. Use blank spaces provided in numerical sequence by BARS code and include a descriptive title (e.g., Community Economic Revitalization Board grant, Federal Emergency Management grant, Public Works Trust Fund loan). Additional space is provided for reporting revenue sources if needed.
8. Please report all Federal Highway Administration revenues received, either as direct grants or as pass-through funds from the state Department of Transportation, in the spaces provided under BARS Code 333.20.2X. All other federal funds received for road and street purposes should be reported under the appropriate items listed on the form, or under Federal Grants -- Direct (BARS Code 331.00) or Federal Grants -- Indirect (BARS Code 333.00).
9. If you have notes, comments, or worksheets that would clarify data being reported, please attach them to the report.
10. The report is **due by May 31, 2004**, per RCW 36.75.260. If you cannot meet this deadline, please contact Nancy Richter (360-705-7940) or Jim Miernyk (360-705-7935) or e-mail to the address below.
11. Mail completed forms to:
Manager, Economic Analysis
Strategic Planning & Programming
Washington State Department of Transportation (WSDOT)
P.O. Box 47400
Olympia, WA 98504-7400

or e-mail to Nancy Richter (richten@wsdot.wa.gov) or Jim Miernyk (miernyj@wsdot.wa.gov).



**Washington State
Department of Transportation**
Economic Analysis, Strategic Planning and Programming
PO Box 47400
Olympia, WA 98504-7400
Phone 360-705-7940
E-Mail richten@wsdot.wa.gov or miernyj@wsdot.wa.gov

**County Report to the
Secretary of Transportation**
(RCW 36.75.260)

For Budget Year _____

County	Prepared by	Phone
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Revenues and Expenditures for County Roads and Related Activities
(Round to the Nearest Dollar)

A. Revenues and Other Sources of Financing

BARS Code	Description	Total Amount	Road Fund Portion
	Traffic Policing (Other than Diverted County Road Prop. Taxes)		
310.00	Taxes		
311.10	Real and Personal Property Taxes		
311.20	Diverted County Road Property Taxes		
311.30	Sale of Tax Title Property		
312.10	Private Harvest Tax		
313.10	Local Retail Sales and Use Tax		
316.30	Commercial Parking Tax		
317.20	Leasehold Excise Tax		
317.30	Real Estate Excise Tax		
317.70	Other Operating Assessments		
320.00	Licenses and Permits		
321.50	Public Utility Permits		
321.91	Franchise Fees		
322.40	Street and Curb Permits		
322.90	Other Nonbusiness Licenses and Permits		
331.00	Federal Grants - Direct (Specify)		
331.14.20	Federal Community Planning and Development Block Grant		
332.00	Federal Entitlements, Impact Payments & In-Lieu Taxes		
332.12.00	Military Forest Yield		
332.12.10	Federal Flood Control Leases		
332.15.21	Federal Grazing Leases (Taylor Act)		
332.15.60	U.S. Fish and Wildlife Refuge Tax		
	Federal Forest Yield		
333.00	Federal Grants - Indirect (Specify)		
333.20.60	Highway Traffic Safety Administration		
333.83.50	Federal Emergency Management Agency		
333.20.2X	Federal Highway Admin. Grants (Direct or Indirect):		

A. Revenues and Other Sources of Financing (Continued)

BARS Code	Description	Total Amount	Road Fund Portion
334.00	State Grants (Specify)		
334.03.1X	Department of Ecology		
334.03.60	Motor Vehicle Fuel Tax - County Ferries (Wahkiakum County Only)		
334.03.71	CRAB - Rural Arterial Program		
334.03.72	CRAB - County Arterial Preservation Program		
334.03.80	Urban Arterial Board Grants		
334.03.81	Transportation Improvement Board Grants		
334.04.2X	Department of Community, Trade & Economic Development		
335.00	State Shared Revenues		
335.00.84	Capron Refunds (Island & San Juan Counties)		
335.00.91	PUD Privilege Tax		
335.02.31	Reforestation Harvest Tax		
335.02.32	Non-Timber Revenue from State Forest Land		
335.02.33	Sale of Timber from State Forest Land		
336.00	State Entitlements, Impact Payments & In-Lieu Taxes		
336.00.81	Local Option Vehicle License Fee		
336.00.89	Motor Vehicle Fuel Tax - County Roads		
336.00.90	Local Option Motor Vehicle Fuel Tax - Highway Purposes		
336.00.92	Motor Vehicle Fuel Tax - County Ferries (Pierce, Skagit, Whatcom)		
337.00	Interlocal Grants, Impact Payments & In-Lieu Taxes		
338.00	Intergovernmental Service Revenues		
338.42	Road and Street Maintenance Services		
338.95	Road and Street Construction Services		
340.00	Charges for Services		
341.50	Sales of Maps and Publications		
343.20	Engineering Fees and Charges		
344.10	Road/Street Maintenance and Repair Charges		
344.20	Sales of Road Materials		
344.90	Other Transportation Related Fees		
344.91	Ferry Tolls		
345.81	Zoning and Subdivision Fees		
345.83	Plan Checking Fees		
345.85	GMA Impact Fees		
348.20	Internal Service Fund Sales of Road Materials		
348.50	Internal Service Fund Fuel Sales		
349.42	Interfund Road Maintenance Services		
349.48	Interfund Municipal Vehicles and Equipment		
349.95	Interfund Road Construction and Engineering Services		

A. Revenues and Other Sources of Financing (Continued)

BARS Code	Description	Total Amount	Road Fund Portion
360.00	Miscellaneous Revenues		
361.11	Investment Interest		
361.50	Interest and Penalties on Special Assessments		
361.90	Other Interest Earnings		
362.00	Rentals, Leases, etc.		
366.10	Interfund Interest		
367.00	Contributions and Donations from Private Sources		
368.00	Special Assessment Principal		
369.40	Judgments and Settlements		
369.90	Other Miscellaneous Revenues		
390.00	Other Financing Sources		
391.10	General Obligation Bond Proceeds		
391.30	Special Assessment Bond Proceeds		
391.60	Proceeds of Bond Anticipation Notes/Warrants		
395.10	Proceeds from Sale of Capital Assets		
397.00	Operating Transfers - In (Specify)		
Total Revenues and Other Sources of Financing			

B. Road and Related Expenditures

BARS Code	Description	Total Amount	Road Fund Portion
	Construction		
595.10	Engineering		
595.20	Right of Way		
595.30	Roadway		
595.40	Drainage		
595.50	Structures		
595.60	Traffic and Pedestrian Services		
595.61	Sidewalks		
595.62	Special Purpose Paths		
595.63	Street Lighting		
595.64	Traffic Control Devices		
595.65	Parking Facilities		
595.70	Roadside Development		
595.80	Ancillary Operations		
595.90	Construction Administration and Overhead		
	Total Construction		
541.00	Preservation		
541.00	Engineering		
541.30	Roadway		
541.40	Drainage		
541.50	Structures		
541.60	Traffic and Pedestrian Services		
541.61	Sidewalks		
541.62	Special Purpose Paths		
541.63	Parking Facilities		
541.64	Preservation Administration and Overhead		
	Total Preservation		

B. Road and Related Expenditures (Continued)

BARS Code	Description	Total Amount	Road Fund Portion
542.00	Maintenance		
542.10	Engineering		
542.30	Roadway		
542.40	Drainage		
542.50	Structures		
542.60	Traffic and Pedestrian Services		
542.61	Sidewalks		
542.62	Special Purpose Paths		
542.63	Street Lighting		
542.64	Traffic Control Devices		
542.65	Parking Facilities		
542.66	Snow and Ice Control		
542.67	Street Cleaning		
542.70	Roadside		
542.80	Ancillary Operations		
542.90	Maintenance Administration and Overhead		
	Total Maintenance		
543.00	General Administration		
543.10	Management		
543.30	General Services		
543.50	Facilities		
543.60	Training		
543.70	Miscellaneous		
	Total Administration		
544.00	Operations		
544.20	Engineering		
544.40	Planning		
544.70	Miscellaneous		
544.90	Operations Administration and Overhead		
	Total Operations		
	Other Street Related Expenditures		
521.70	Traffic Policing		
545.00	Extraordinary Operations		
594.00	Capital Expenditures		
594.42	Construction of Facilities		
519.70	Other Jobbing and Contract Work		
	Total Other Street Related Expenditures		
	Debt Service Expenditures (Road Related Only)		
591.00	Redemptions - GO Bonds		
591.00	Redemptions - LID/RID Bonds		
591.00	Redemptions - Other Long-Term Debt		
592.00	Interest and Other Debt Service Costs		
	Total Debt Service Expenditures		
	Additional Entries Affecting Fund Balance		
597.00	Operating Transfers Out (Specify)		
	Total Additional Entries Affecting Fund Balance		
Total Road and Related Expenditures			

C. Summary of Street / Road Related Fund Activity for Reporting Year _____

Fund Number	Fund Name	Revenues	Expenditures
Totals		(Should equal Total Rev., pg. 3)	(Should equal Total Exp., pg. 4)

D. Status of Long-Term Debt (Street/Road Related Debt Only, GOBonds, LID/RID Bonds, Long-Term Loans, etc.)

Refunding*	Type of Bond, Note, or Loan GO, LID/RID, etc.)	Purpose (Street, Parking, Street Lighting, Sidewalks, Storm Sewers, Etc.)	Amount Outstanding Jan. 1, _____	Amount Issued (Current Yr.)	Amount Redeemed (Current Yr.)	Amount Outstanding Dec. 31, _____
Totals						

***Check all with refunding issues.**